

## Residential Buildings and Grounds Maintenance Scope of Work:

Jun 2013

- 1) The contractor will be responsible for maintaining the buildings and grounds a minimum of once each week for nine (9) residences and, for weekly trash pickup at 15 residences.
- 2) The Contractor will be responsible for maintaining two (2) swimming pools to Embassy standards. This may require maintenance on multiple days each week. The Embassy will provide pool cleaning tools, chemicals, and water quality test equipment.
- 3) The Contractor shall provide sufficient personnel and equipment to perform the other required tasks a minimum of once each week.
- 4) Contractor working hours at the residences will be between the hours of 8.00am-5.00pm, Sunday to Thursday.
- 5) The contractor is responsible for the following Grounds tasks:
  - Lawns
    - Maintain grass height of 6-7 cm
    - Reseed/replant any dead or thin areas
    - Aerate each lawn at least once each year in late spring using a garden forks or an aerator machine
  - Trimming and pruning
    - Prune any damaged, dead, or crossing branches.
    - Prune back/deadhead flowering plants.
    - Trim hedges regularly to avoid having to cut them back too much at any one time.
    - Retain all trimmings/prunings for Embassy compost
  - Fertilizing
    - Apply high potash fertilizer and compost around the bases of flowering plants, shrubs, and trees two times each year
    - Apply fertilizer to lawns four times each year (10:10:10 or close equivalent)
  - Insect control – when required, the Contractor will notify an Embassy Building

and Grounds representative. Only Embassy approved insecticides may be used. The Embassy will provide the insecticides to the Contractor.

- Weed control – Normally flower beds, lawns, and around trees and shrubs, will be weeded by hand or with a hoe. When herbicides are required, Contractor will notify an Embassy Building and Grounds representative. Only Embassy approved herbicides may be used. Embassy will provide the insecticides to the Contractor.
- Clear all debris from gutters, drains, multi-purpose courts and playgrounds
- Water plants, shrubs, lawn and trees so that they do not appear stressed or wilting. This may require watering more than once each week.
- Sweep all paved, tiled, and concrete areas including, but not limited to, driveways, terraces, stairs, and walkways.
- Pressure wash or scrub clean all paved, tiled, and concrete areas including, but not limited to, driveways, terraces, stairs, and walkways at least twice each year.
- Rake leaves from all surfaces. Retain for Embassy compost.
- Clean all gate entrances
- Remove all rubbish and place in designated containers/area
- Place trash containers outside of residence gate for city trash removal and bring them inside when empty. Wash empty trash containers.

6) The Contractor is responsible for the following Building tasks each week:

- Cleaning (sweeping, vacuuming, dusting, mopping, polishing, disinfecting) of all surfaces in all common areas (hallways, stairways, railings, landings, elevators, walls, etc
- Removing fingerprints and marks from walls and around light switches and door frames
- Washing interiors and exteriors of all common area windows and window frames when dirty
- Washing and dusting all common area table and chairs as needed
- Emptying, washing, and disinfecting trash containers.
- Clean/Disinfect all surfaces of common area Toilets/Bathrooms/changing

rooms

7) The Contractor is responsible for the following Swimming Pool tasks as often as necessary to maintain pool chemistry with the three target ranges below:

- Removing debris and leaves from the pool with Embassy supplied equipment
- Cleaning the tiled floors and walls of the pool.
- Removing algae from the concrete walls and using a stainless steel brush to loosen tough algae
- Cleaning filter sand when needed
- Testing and maintaining pool chemistry
  - The target range for Alkalinity is 100ppm to 150ppm.
  - The target range for FAC or free available chlorine is 1-3 ppm
  - The target range for pH is 7.2 - 7.6

8) Failure to complete any of the tasks defined above may constitute breach of contract, and lead to cancellation of the contract.